



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
 From: Patty Rippey, Senior Planner
 Date: June 2, 2023
 Subject: Planning & Development Dept. Activity Report for April 2023

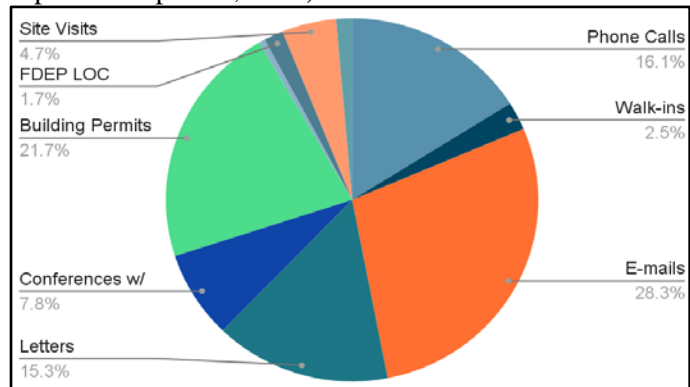
Below is the summary of the department's activities during the month of **April 2023**.

A. PLANNING AND ZONING

(Includes Director's customer service activity and planning-related project hours)

Incoming Customer Service Requests (between April 1 to April 30, 2023)

Phone calls: **88**
 Walk-ins: **9**
 E-mails: **292**



In-Depth Customer Response

Letter (including detailed e-mails): **47**
 Conferences with customers: **28**

Permit Reviews (staff total)

Building permits:	43	Site visits/inspections:	10
Landscape/tree removal plan reviews:	5	Special Event permit reviews:	0
FDEP Letters of Confirmation:	3	General Zoning Letters of Confirmation	0

Board and Council activity

New case applications: **1** (Marine Science Center Learning Center Expansion final development plan)

Number of meetings and workshops: **2** (Town Council regular meeting, Planning Board)

Number of staff reports written this month: **3** (Town Council: Coastal Management Element amendment, No Wake Zone report; Agreement with Team Volusia; Planning Board: LUDC Amendment - Home-Based Businesses)

Hours in meetings and workshops (staff total): **5 hrs.** (Town Council and Planning Board meetings)

Code and Comprehensive Plan Amendments (hours and explanation)

Comprehensive Plan Updates:

Coastal Management Element **5 hrs.** (Prepared staff report for 2nd reading of the ordinance for Town Council; updated and provided public notice for posting in the newspaper)



Transportation Element	6 hrs. (Met to discuss proposed policy amendments recommended by the consultant. Rewrote and added new policies to further the Town's vision for the bicycle and pedestrian network)
LUDC/Code of Ordinances Updates	
Landscaping:	5 hrs. (Continued research and drafted language to improve the landscaping code to provide clarity and usability, reorganizing the layout and updating to reflect current landscaping practices)
Home-Based Businesses:	7.5 hrs. (Prepared and presented staff report and ordinance for Planning Board meeting; submitted legal ad for public notice)
Special Event Co-Sponsorship	3 hrs. (Reviewed drafts of ordinance and staff report for upcoming Town Council meeting)
Projects and Cases (hours and explanation)	
Final Development Plan (FDP 07-2021) - - Sailfish Marina	2 hrs. (Created deadline notification letter to send to the agent that the project has exceeded the allowable number of time extensions with unresolved issues)
Final Development Plan (FDP 37-2023) - Marine Science Center - Learning Center Expansion	2 hrs. (Received FDP application and downloaded electronic files; emailed files to DRT for review and response; worked on draft response letter)
Minor Replat (MR 21-2022) - Lot combination, 4514 S. Peninsula Dr.	2 hrs. (Finalized staff report and Development Order for Director's approval)
Notable development review and assistance	
Single-family:	2 hrs. (<u>91 Maura Terrace</u> , reviewed permit application and drafted conditions of approval for new single-family residence)
Multi-family:	0 hrs.
Commercial/non-residential:	4 hrs. (<u>4950 S. Peninsula Dr.</u> [Lighthouse Landing]: Finalized staff's landscaping comments and boat slip allocation procedures and reviewed with developer)
Other Activities	
Hurricanes Ian and Nicole / Emergency Management Response and Recovery	2 hrs. (Reviewed applications and drafted zoning Letters of Confirmation for FDEP permit requests for seawalls, sandbags, and dune walkovers)
No-Wake Zones	3 hrs. (Continued research and corresponded with FWC staff regarding requirements for new or modified signage in the Halifax River to reduce boat speed)
Electric Vehicle safety and public charging stations	5 hrs. (Began drafting follow-up staff report for May Town Council meeting)
S. Peninsula Sidewalk Project	2 hrs. (Reviewed latest draft of Interlocal Agreement with Volusia County to provide design and construction services.)



Watershed Master Plan Project

2 hrs. (Continued to scan/save flood questionnaires and save into Sharefile, correspondence with CWR; prepared for monthly update meeting that was moved from 4/28 to 5/5)

Technology/Process Improvement:

4 hrs. (GIS - Continued reviewing GIS data and provided feedback to GIS consultants; attended monthly progress meeting; researched zoning and future land use updates for accurate depiction on GIS maps.)

Professional Meetings and Activities

River to Sea Transportation Planning Organization (R2CTPO):

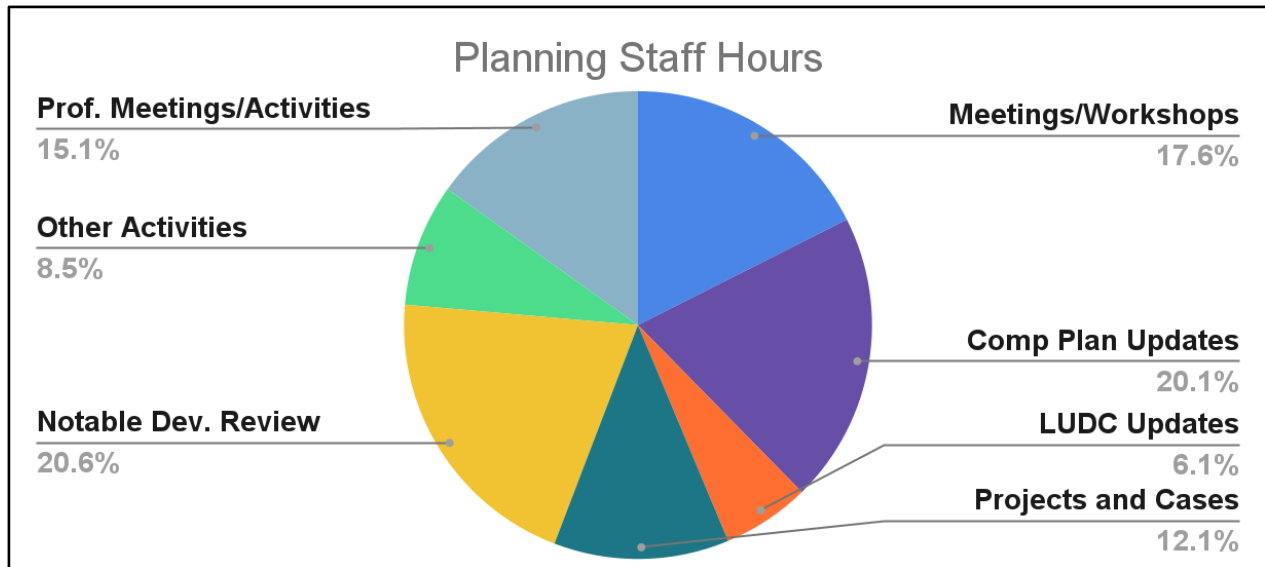
2 hrs. (Attended monthly meeting of the Technical Coordinating Committee)

Training:

1 hrs. (Resilient Florida webinar 1 of monthly series)

Professional Associations:

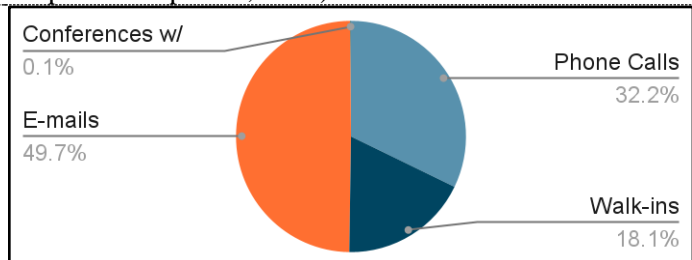
0 hrs.



B. BUILDING (Includes Director's project hours)

Incoming Customer Service Requests (between April 1 to April 30, 2023)

Phone calls: **453**
 Walk-ins: **289**
 E-mails: **700**



In-Depth Customer Response

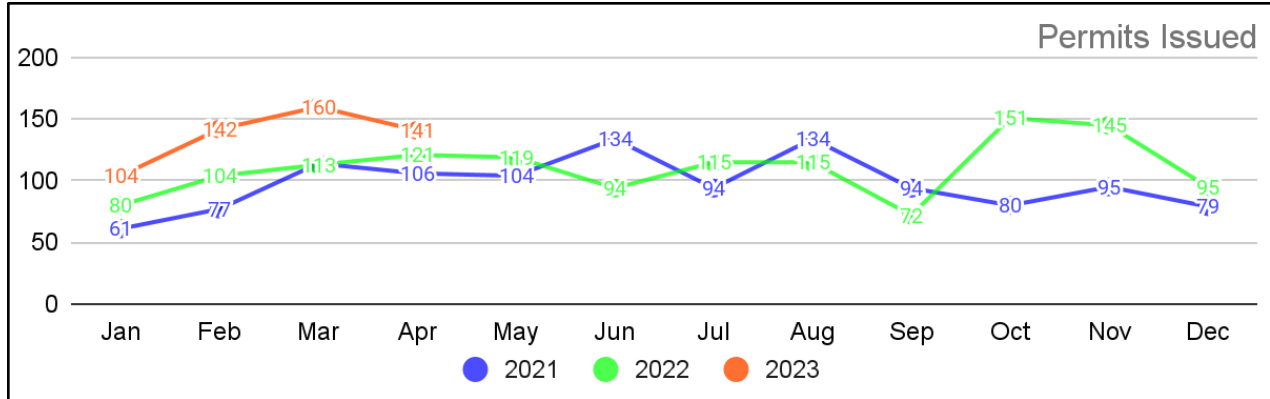
Conferences with customers: **2**

Permits

New Applications: **133**

Permits Issued: **141**

Emergency Permits Issued: **11**



Plan Reviews:	138	New SF Residence Applications:	0
New SF Residence Permits Issued:	2	New SF Residence Permits Issued YTD:	7
Total permits issued YTD:	544		

Business Tax Receipts

Business Tax Receipts, Renewals:	2	Business Tax Receipts, New:	1
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Inspections

Permit Inspections:	309	Permit inspections needing corrections:	2
Permit Re-Inspections – Approved:	8	Total inspections YTD:	4,406
Total re-inspections YTD:	28	Total inspections needing corrections YTD:	13
		Substantial Damage Inspections Completed:	0

Permit Correction Details

Permit #	Address	By	Reason for Correction
BLDR-301-2023	70 Inlet Harbor Rd	RB	Sheathing missing and must be attached to frame; joist hangers not nailed to joist.
BLDR-130-2023	4799 S Atlantic Ave #101	RB	Screws missing on window.

Special Projects

Condo milestone inspections	0 hrs.
Watershed Master Plan:	0 hrs.

Professional Meetings and Activities

Training:	10 hrs. (Energov Test site for testing)
Meetings:	20 hrs. (FABTO meeting; BOIA Monthly meeting; budget meetings, CRS meeting and conference call with consultant)

Other Activities

Hurricane Ian/Emergency Management	2 hrs. (Provided assistance to property owners for repairs and reviewed repair permits for Town facilities)
Expired Permits:	6 hrs.



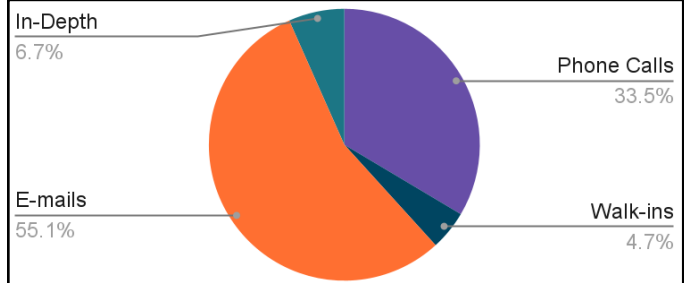
Periodic Permit Reporting:

4 hrs. (Provided monthly reports to Volusia County and Builders Exchange)

C. CODE ENFORCEMENT (Includes Director's project hours)

Incoming Customer Service Requests (April 1 to April 30, 2023)

Phone calls: **171**
 Walk-ins: **24**
 E-mails: **281**



In-Depth Customer Response

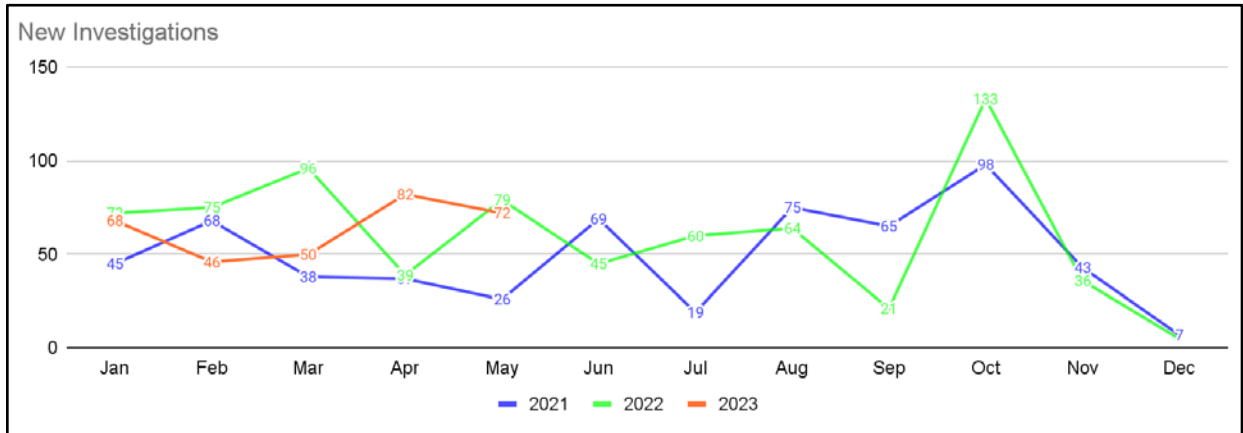
Letters (of substance): **34**

Construction Site NPDES Inspections

Inspections: **72** | Inspections YTD: **304**

Code Enforcement Investigations

New investigations: **82** | Closed investigations: **60**



Active investigations:	86	Total number of new investigations YTD:	246
Code Board cases this month:	2	Total number of cases YTD:	13
Permit checks:	24	Total permit checks YTD:	67
Work without permits:	5	Total work without permit YTD:	18

Special Activity

Process Improvement: **0 hrs.**

Professional Meetings and Activities

Training: **16 hrs.** (Volusia-Flagler Association of Code Enforcement, ICC/IPMC training, Florida League of Cities Municipal Administration Committee)

Professional Associations: **5 hrs.** (FACE Legislative Meeting, Florida League of Cities Municipal Administration Committee)



Stop Work Orders

Date	Address	Applicant/Contractor	Permit #
4/5/2023	4453 S Atlantic Ave. #509	Claypool Cooling, Inc.	MECR-496-2023
4/12/2023	97 Maura Terrace	owner	no permit
4/20/2023	97 Maura Terrace	owner	no permit
4/24/2023	4367 S Atlantic Ave.	Charles Rinek Construction, Inc.	BLDR-487-2023
4/24/2023	4631 S Atlantic Ave. #8101	Masters Electric, Inc.	ELER-582-2023
4/25/2023	4745 Dixie Dr.	owner	no permit
4/29/2023	4821 S Atlantic Ave.	A Service Experts Co.	MECR-662-2023

Outstanding Code Liens

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status/Notes
2018-148	42 Jana Dr.	\$20 (4/22/19)	783 days (6/14/21)	\$15,910	In compliance
2020-428	4453 S. Atlantic Ave. #5040	\$50 (1/25/21)	40 days (3/6/21)	\$2,250	In compliance
2020-499	4719 S. Atlantic Ave.	N/A	N/A	\$250	In compliance
2021-217	48 Inlet Harbor Rd.	\$50 (11/9/21)	80 days (1/27/22)	\$4,250	In compliance
2021-249	4745 S. Atlantic Ave. #404	\$50 (11/9/21)	537 days (as of 4/30/23)	\$27,100	<i>In violation</i>
2021-416	13 Arena Blanca	\$100 (12/17/21)	39 days (1/25/22)	\$2,200	In compliance (Fee reduced by Town Council on 3-17-22)
2022-174	4535 S. Atlantic Ave. #2604	N/A	N/A	\$250	In compliance
2022-177	4565 S. Atlantic Ave. #5101	N/A	N/A	\$250	In compliance
2021-506	41 Jana Dr.	N/A	N/A	\$250	In compliance
2021-531	4525 S. Atlantic Ave. #1701	N/A	N/A	\$250	In compliance
2022-206	4555 S. Atlantic Ave. #4207	N/A	N/A	\$250	In compliance
2022-349	4707 S. Atlantic Ave.	\$50 (9/6/22)	237 days (as of 4/30/23)	\$12,100	<i>In violation</i>
2022-431	4670 Links Village Blvd. #B202	\$100 (9/6/22)	6 days (9/12/22)	\$850	In compliance
2022-433	5 March Ct.	\$20 per day (9/9/22)	25 days (10/1/22)	\$750	In compliance
2022-427	30 Caribbean Way	N/A	N/A	\$250	In compliance
2022-533	4715 Montrose Ave.	N/A	N/A	\$250	In compliance
2022-692	4601 S. Atlantic Ave. #202	N/A	N/A	\$250	In compliance



Outstanding Code Liens

Case #	Address	Daily fine (Start date)	Fine duration (End date)	Total due*	Status/ Notes
2022-697	4495 S. Atlantic Ave. # 206	\$50 (2-5-23)	33 days (3-10-23)	\$1,900	In compliance
2023-005	92 Buschman Dr.	\$100 (2-5-23)	5 days (2-10-23)	\$750	In compliance
2022-758	4505 S. Atlantic Ave. #703	\$250 (3-13-23)	49 days (as of 4/30/23)	\$12,250	<i>In violation</i>
2023-021	4737 S. Atlantic Ave.	N/A	N/A	\$250	In Compliance
2023-026	4667 S. Atlantic Ave.	N/A	N/A	\$250	In Compliance
2023-035	4729 Dixie Dr.	N/A	N/A	\$250	In Compliance
2023-101	4591 S. Atlantic Ave.	N/A	N/A	\$250	Awaiting further adjudication
				Total Outstanding	
				\$83,560	

* Includes \$250 Administrative fee

Lien Requests:

12

Total lien requests YTD:

43

D. ADMINISTRATION (includes Office Manager's and Director's project hours)

Hurricane Ian/Nicole recovery: **15 hrs.** (Worked with staff and Town Engineers on the construction bid and bid award for the Ponce Preserve beach stairs and the Town's boat ramp; coordinated distribution and delivery of beach construction easements with Volusia County Coastal Division; distributed beach recovery and permitting information to the Town Council, staff, and residents and had posted to the Town's website and social media accounts; reviewed potential resilience projects; and updated project tracking information)

Budget: **53 hrs.** (Updated FY 22-23 operating budget and revenues and updated FY 23-24 operating and revenue projections; created 5-year table for CIP and personnel budget requests; drafted proposal for proposed position reclassification)

CRS (Community Rating System) **60 hrs.** (Completed CRS re-certification)

Projects - Town Hall expansion: **35 hrs.** (Oversaw completion of new Town Clerk's office space, the continued construction of new meeting room, and conversion of former copier room into office space; authorized relocation of personnel into new offices; cleaned out former office and moved into new office)



Process improvement /technology: **16 hrs.** (Met with Enterprise to discuss vehicle leases and fleet management services; updated Special Event permit application; met with vendor for strategic planning management software; reviewed FL statutes for Council quorum requirements; and worked with Town Clerk staff to update citizen comment request form and Council agenda per Council’s adopted rules of procedure)

Town Newsletter **6 hrs.** (Edited and submitted articles from 5 Town departments and wrote “From the Manager” article)

Personnel: **3 hrs.** (Prepared and posted job ad for vacant Planning & Development Director position; helped HR with various staff issues)

Cell tower issues and lease: **2 hrs.** (Met with cell tower consultants and Crown Castle representatives to discuss the cell tower lease renewal.

Conflict resolution: **0 hrs.**

Legislation **0 hrs.**

Grants: **0 hrs.**

Scanning: **6 hrs.**

Public records requests: **3 hrs.**

